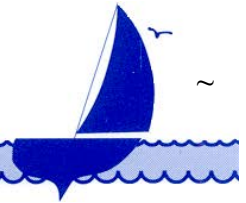




City of Des Moines, Washington

## JOB DESCRIPTION



### ADMINISTRATIVE ASSISTANT

Public Works & Community Development

Regular, Full-time

**Salary Grade:** G-17

**FLSA Status:** Overtime Eligible

**Union Status:**

Non-represented

**EEO Category:**

Administrative Support

#### Nature of Work

This position performs a variety of responsible, complex, and confidential administrative duties to the Public Works and Community Development Departments, under the general supervision of the Chief Operations Officer (COO). Also included are administrative secretarial and receptionist duties for the Engineering/Public Works staff. Duties include providing administrative, secretarial and receptionist duties for the Engineering/Public Works staff.

#### Essential Functions

- Acts as personal and confidential secretary to the COO, Public Works Director, and Community Development Director, including managing their meeting calendars and the calendars of other exempt managers in the Engineering/Public Works Building.
- Composes, prepares and coordinates correspondence, reports, notes, lists, tables/charts, and related items as assigned utilizing computer software.
- Provides administrative support to the City Council's Public Safety and Transportation, and Environment Committees including coordinating and distributing agendas, compiling and distributing meeting minutes, and coordinating food for Councilmembers.
- Assists in composition and preparation of Council agenda packets for construction projects, Public Works contracts and other administrative issues.
- Coordinates personnel functions with Human Resources including confidential matters, job requisitions, descriptions, personnel action forms, posting, interviews, follow-up response and hire letters.
- Assists project engineers with property records, bid advertisements and bid packet distribution, invoices, and public information dissemination.
- Coordinates, composes and assists with City current submissions for Planning, Building and Public Works.
- Codes and approves invoices for different sections of the department including specific budget line item monitoring. Assists with equipment and personnel justification forms.
- Greets and directs or handles questions/complaints from the walk-in public and acts as dispatcher for Public Works staff as necessary; follows up on Citizen Action Requests.
- Communicates effectively with the public, other employees, and elected officials.
- Attends meetings or functions independently or with other staff; takes and transcribes minutes as required; plans and coordinates weekly and quarterly departmental staff meeting functions.

- Composes, types, photocopies, and faxes reports, statistical data correspondence, and other documents, including special mailings.
- Inputs data for traffic accidents, right-of-way permits, and other statistics, including logging in right-of-way and building permits for Engineering.
- Assists with development and maintenance of office procedures and routines including meeting and conference room calendars.
- Receives and routes correspondence, public disclosure inquiries, radio messages, and telephone calls to appropriate personnel along with facsimiles and departmental mail.
- Assists with Small Works Roster through Municipal Research Service Center (MRSC).
- Orders office supplies, equipment, business cards, manuals, as required.
- Registers, makes travel and meeting/conference arrangements for staff.
- Coordinates work with and backs up Suite D permitting support staff.
- Establishes and maintains cooperative, effective working relationships with co-workers, other City employees, and the general public using principles of good customer service.
- Reports for scheduled work with regular, reliable and punctual attendance.
- Performs other duties as assigned, including but not limited to being assigned to work in other functional areas to cover absences or relief, equalize peak work periods, or balance the workload.

### **Necessary Knowledge, Skills, and Abilities**

- Working knowledge of modern office methods, procedures and equipment, including but not limited to, word processing, spreadsheet operations, and facsimiles.
- Knowledge of English usage, spelling, grammar, composition, and punctuation.
- Ability to transcribe dictation or meeting notes accurately and efficiently.
- Ability to handle multiple tasks and conflicting priorities with confidence and poise in an environment where interruptions can be expected.
- Ability to establish and maintain effective working relationships with other employees and the general public.
- Ability to follow written and/or verbal instructions.
- Ability to work independently and/or with minimal supervision.
- Ability to perform basic math calculations.
- Ability to communicate effectively, both orally and in writing.
- Ability to compile and maintain complex and extensive records.
- Ability to maintain confidential data and information.

### **Education and Experience Requirements**

- High school graduate or GED equivalent required (Associate's degree preferred); and
- Three years of experience as secretary or administrative assistant.
- An equivalent combination of education and experience may be considered qualifying.

### **Special Requirements**

- Ability to accurately type 60 words per minute.
- Successful completion of a pre-employment background and criminal history check.
- Because of the known effects of tobacco use, the City of Des Moines does not hire applicants who use tobacco products.

**Working Conditions and Physical Abilities**

Work is performed in an office environment. The position requires continuous decision making, interpersonal skills, teamwork, creativity, customer service, performance of basic and advanced math, discretion, problem analysis, negotiation, independent judgment and/or action, the ability to read, understand, write and speak English. The position requires continual talking, hearing, and sitting, frequent fingering, feeling, grasping, handling and repetitive motion of hands and wrists, occasional standing, walking, reaching, and bending. Must be able to push, pull, lift and carry 20 pounds.

**Equal Opportunity Employer**

- The City of Des Moines is committed to hiring a diverse workforce and all qualified applicants, including all ethnic backgrounds and persons with disabilities, are encouraged to apply. The City is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, sex, age, color, religion, national origin, marital status, sexual orientation, veteran status, disability status, or any other basis prohibited by federal, state, or local law.
- In accordance with the Americans with Disabilities Act, an employer is obligated to make a reasonable accommodation only to the known limitations of an otherwise qualified individual with a disability. In general, it is the responsibility of the applicant or employee with a disability to inform the employer that an accommodation is needed to participate in the application process, to perform essential job functions or to receive equal benefits and privileges of employment.

**General Information**

- The statements contained herein reflect general details as necessary to describe the principal functions for this job classification, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.
- The physical abilities described above are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The provisions of this job description do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice.
- Updated 2017.